

Harlan Community Library

Staff Dress Policy

(Updated by the library board of trustees on 06/12/2023)

It is important for all Library employees to present themselves in a professional manner while conducting business on behalf of the library. Library employees need to demonstrate that they have integrity, professionalism, and the knowledge to serve the public. This can only be accomplished by good hygiene, grooming and clothing that is in good condition and meets the expectations of the library board.

General Guidelines

- In general, the dress code is business casual. Jeans are allowed when worn with a shirt that has the Harlan Community Library logo on the front.
- All clothing should be professional, clean, in good shape and not too revealing or too casual.
- Shoes are required and must also be well-maintained and adequate for the job duties.
- Maintain adequate personal hygiene to ensure that interactions with other staff and patrons remain positive and pleasant.
- Fridays and Saturdays are considered “casual days” and jeans are allowed with a business casual top.
- When the library is hosting programs, the staff member(s) hosting the program should dress in business casual (no jeans).

Unacceptable Attire/Grooming

- Clothing that is torn, patched, faded (even if it is the trend)
- Tops with graphic designs unless the graphic is related to reading/library or is worn on a “casual day”.
- Workout wear
- Hats
- Hair that hangs in the face/obstructs vision, looks unkempt/uncombed or dirty.

Custodial staff are allowed to wear more casual attire and should wear appropriate protective equipment based on the assigned job duties.

The library director has the discretion to make temporary changes to this policy for special occasions.